



**Essex Association of Local Councils  
DRAFT MINUTES Finance Committee Meeting  
Thursday 14<sup>th</sup> January 2021 at 2.00 pm  
42B High Street Great Dunmow CM6 1AH (Via Zoom)**

14<sup>th</sup> January 2021

Members Present:

Cllr David McPherson-Davis (Treasurer)

Cllr Peter Davey  
Cllr Jim Devlin  
Cllr Roy Martin  
Cllr Stuart Berlyn  
Cllr John Gili-Ross

Officers to be present                      Charlene Slade (Chief Executive Officer)

**Business to be transacted**

**Meeting opened at 14:12 pm**

1. Welcome by the Treasurer
2. Apologies for Absence (please send to [charlene.slade@ealc.gov.uk](mailto:charlene.slade@ealc.gov.uk) or on 01371 879722)

Cllr Alan Acott sent apologies, apologies were accepted.

Cllr Stephanie Gill – no apologies received. CEO to contact Cllr Gill in case there were any difficulties with the joining instructions.

3. Minutes of the Finance Meeting of 5<sup>th</sup> November 2020 – (Appendix 1)

Cllr Peter Davey Proposed the minutes of the finance meeting held on 5<sup>th</sup> November 2020, Cllr Roy Martin Seconded the minutes and all those present agreed.

Note; Cllr Stuart Berlyn was not a member of the Finance Committee on 5<sup>th</sup> November and therefore could not comment on the minutes.

## 4. Finance

### 4.1 Budget Report at 31<sup>st</sup> December 2020 – (Appendix 2)

Cllr David McPherson-Davis explained the budget report looking at the year-to-date column, notes explain the EALC has received additional income of £24,500 this is for the administration of the foodbank funding in October and December.

Other income from line 3, of £5,844 is income to date for the 2021 AGM to be held in September, this is not shown in the forecast as this relates to the next financial year 21/22, £700 is shown as this amount has already been received in this financial year 20/21.

Courses income year to date show £43,000 this is all that can be expected at this time, all courses have been transferred to online training.

Affiliation fees are in line with budget.

Grants received £24,500 are in addition to £10,000 stipend received from PFCC for 20/21 and £10,000 for 21/22. The EALC hopes to continue to build on the relationship with PFCC for the future.

Looking at the Expenditure, payroll is in line with the forecast, premises costs will be lower than expected.

Cllr Peter Davey explained there is a 'Break Clause' in the lease agreement which falls on 29<sup>th</sup> September 2022 with six months' notice period required therefore notice must be given no later than 31<sup>st</sup> March 2022. The EALC would need sufficient time to prepare and make any necessary decisions at a Finance Committee meeting followed by an Executive meeting. Therefore, a discussion would need to take place in November/December of 2021 for the necessary meetings to take place.

Members discussed the lease of the premises 42B High Street, and the cost of this against the lack of face-to-face training with the need to review the costs of running the building.

Course income of £43,000 needs to be quantified for 21/22 to show a figure for the plan year, approx. £80,000 Action CEO to look at both the plan years 21/22 and 22/23.

Costs incurred for online training are minimal and therefore online courses are more cost effective.

Grant income from administrating charges for the foodbank funds.

### 5. Cash Forecast Trading December 2020 (Appendix 3) Noted.

### 6. EALC Reserves Policy Treasurers Comments (Appendix 4) Noted.

Cllr Jim Devlin left the meeting 14:52 pm

### 6.1 CCLA Bank Account Opening – Agree balance transfer amount to open the account. (CEO to provide an update)

CEO called Cllr Jim Devlin on the telephone.

Cllr Jim Devlin Rejoined the meeting at 14:58

To ensure that the large sums of money held across the associations bank accounts are in line with the FCA maximum limit per account.

Action: CEO to prepare report, with a suggestion to put £60K into the new CCLA account.  
Members confirmed the opening of the account with a small deposit.

- 6.2 EALC / EA (2013) Ltd Bank Mandate – Additional Signatories required for Barclays, Unity Current Account, Unity EA (2013) Ltd Account, CCLA Bank Account.

Due to the retirement of Kathryn Richmond, and Joy Darby earlier this year the bank mandates require additional signatories

Propose that CEO contact Cllr Wendy Stamp and Cllr Stephanie Gill as additional signatories. Cllr Stuart Berlyn explained the reasons for not wishing to become a signatory on the Barclays Account due to the parish council holding an account with Barclays and the linking of accounts. Cllr Stuart Berlyn to be added to the bank mandate for the Unity accounts.

Proposed: Cllr David McPherson-Davis  
Seconded: Cllr Jim Devlin  
All agreed

7. Bank Balances at 31<sup>st</sup> December 2020 (Appendix 5)  
CEO gave an explanation of the bank balances in particular the grants held on behalf of ECC, this reconciles fully back to the weekly grant report sheet, this will be circulated to the finance committee, the documents show full transparency and reconciliations the grant funding back to the bank statement.

Cllr Peter Davey explained that the LSF and CIF funding in previous years are fully reconciled and a full audit trail is in place to ensure that funding from projects which should have been completed by a set date are checked and if the project has not been carried out in line with the terms and conditions, then the funding is fully recovered and returned back to the EALC.

8. Affiliation fee update (Appendix 6)  
Noted.
9. Financial Regulations Review Track Changes (Appendix 7)  
Noted.
- 9.1 Financial Regulations Review Clean Version (Appendix 8)

Cllr Jim Devlin left meeting 15.25 and rejoined by phone 15.26

The financial regulations have been reviewed; the document is therefore proposed to be adopted as at January 2021.

Proposed: Cllr David McPherson - Davis  
Seconded: Cllr Roy Martin

All those present at the meeting agreed to adopt the financial regulations and recommend to the executive committee for adoption at the executive on 21<sup>st</sup> January 2021.

Action: Change the date to reflect the Executive Meeting date of 21<sup>st</sup> January 2021.

10. EALC / ECC AGM and Conference 2021 Sponsorship Update (Appendix 9)

Clr Peter Davey gave an update to the members with regard to the AGM for 2021. CEO is making the deposit of £2000 to secure the date.

To announce the date of the AGM end of March 2021.

11. Appointment / Tender of Auditor for 2021/2022 Year ending 31<sup>st</sup> March 2022 (For Discussion)

CEO to provide a report to the finance committee with the draft letters to potential auditors.

The AGM will have to ratify the papers and they will need to be given the correct notice.

Action: CEO to approach audit companies and send the documents in order to provide a full report to the next finance meeting with potential auditors for 2021/2022.

CEO to come up with a critical path in line with the executive and report back to the finance committee.

All those present agreed.

**12. Personnel**

12.1 Current Payroll at 1st April 2020 to Include NALC Back pay (Appendix 10)

Clr Peter Davey explained briefly the personnel have this morning agreed to extend the contract for the Maternity Cover post to the 31<sup>st</sup> August 2021.

A proposal for salaries from 1<sup>st</sup> April 2021 to 2022 will not increase. Therefore, no salary increases for the next financial year. However, there is a 3% increase in the budget report.

Proposed: Clr David McPherson – Davis

Seconded: Clr Roy Martin

All agreed

12.2 Payroll Tracker (Appendix 11)

CEO presented the payroll tracker to members.

Proposed: Clr David McPherson - Davis

Seconded: Clr Roy Martin

All agreed

12.3 Current Salaries Breakdown at 1st April 2020 to include NALC Back pay (Appendix 12)

Question raises with regards to the name on the report, Appendix 3 was presented to the personnel committee the name of the report is correct as per the name saved.

Proposed: Cllr David McPherson-Davis

Seconded: Cllr Roy Martin

All those present agreed the current salary breakdown report.

- 12.4 Proposed staff payroll budget 1st April 2021 (Showing last year's equivalent costs to show comparisons)  
(Appendix 13)

Proposer: Cllr David McPherson-Davis

Seconded: Cllr Stuart Berlyn

All those present agreed the report.

13. Next Meeting – 11<sup>th</sup> March 2021

CEO to circulate meeting calendar of dates of all EALC committee meetings.

14. Meeting closed at 15:57pm